



Director of Construction Services

Position Description

Reports to: CEO

Division/Department: Production

Supervises: Estimators/Project Managers

Status: Full Time, Exempt

OVERVIEW

This position will be responsible for overseeing all aspects of construction project management, team leadership, budgeting, scheduling, and quality control across multiple restoration jobs. This individual plays a key role in ensuring timely, safe, and cost-effective completion of projects while maintaining high standards of customer service and workmanship.

JOB DESCRIPTION

Responsibilities

- Oversee day-to-day operations of the construction division, including project scoping, estimating, scheduling, execution, and closeout.
- Supervise and support project managers, site superintendents, and field crews.
- Coordinate closely with emergency services environmental, and business development departments to ensure smooth workflow and project handoffs.
- Ensure all projects are completed on time, within budget, and according to company standards and client expectations.
- Develop and maintain project schedules, budgets, and reporting systems.
- Maintain strict compliance with safety regulations, company policies, and industry best practices.
- Review scopes of work, approve bids, and manage subcontractor relationships.
- Track performance metrics and continuously improve processes for efficiency and profitability.
- Conduct regular site visits to monitor progress, safety, and quality.
- Lead recruitment, training, and performance evaluation of construction staff.
- Foster a positive, accountable team culture aligned with the company's mission and values.
- Act as a liaison between clients, insurance adjusters, subcontractors, and internal departments.

Qualifications:

- Minimum 5–7 years of progressive experience in construction project management, preferably in restoration (fire, water, storm, mold, etc.).
- 3+ years of leadership or management experience in a construction-related role.
- Strong understanding of residential and commercial restoration processes.
- Proven experience managing multiple complex projects simultaneously.
- Proficient in project management software (e.g., Xactimate, Encircle).
- Excellent knowledge of construction safety practices and compliance requirements.
- Strong communication, leadership, organizational, and problem-solving skills.
- Ability to manage budgets, forecasts, and cost controls effectively.
- IICRC certification(s) and/or relevant construction licenses are a plus.
- Valid driver's license and clean driving record required.

Physical Demands

Must possess:

- Mobility to work in a standard office setting and use standard office equipment.
- Accurate vision to read printed materials and a computer screen
- Ability to communicate in person, before groups, and over the telephone.
- Finger dexterity to operate a mobile device.
- Ability to stand squat, climb, bend, kneel, stoop, walk, push, pull, crouch and crawl for long periods of time.

Working Conditions

Employees may often work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Director of Construction Services Date

President Date